



ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Humberstone House

Address: Leicester LE1 1WB

Saturday 10 December 2011 @ 11.30 am

| | | |
|--|--|----------------|
| <p>Present: President - Carl Lindley, Company Secretary - John De Bono, Treasurer - John Moreton, Registrar Kevin Barrett Directors - Ticky Donovan OBE, Steve Coupland, Chris Thompson, Mark Symonds, WKF Rep - Michael Dinsdale; Invited guest – Patrick Walton (new EKF Treasurer 2012)</p> | | |
| <p>Apologies sent: Vice President - Andrew Genery</p> | | |
| <p>Minutes taken by John De Bono</p> | | <i>Actions</i> |
| <p>All Directors were asked to produce their up to date EKF licence slips, these were checked and verified.</p> <p>Minutes were read and agreed by the Board from the meeting that took place on Sunday 11 September, signed off by the President.</p> <p><i>Actions from meeting 11.09.2011.</i></p> <p>Risk Assessment template. AG emailed his Association template, AG to remove his Association logo and replace with the EKF for board approval, so it can be used by other Associations.</p> <p>BKF Constitution: JM has now received the copy, will look into to see how this affects the EKF. So the EKF know what they are working to, JM to read and feedback to the Board.</p> <p>JM fed back that the shortened version was the correct version also he had concerns about the NGB.</p> <p>BKF hostile to the EKF: The main issue was the running of the event, as it was run as an EKF event</p> | <p>CL to contact AG to amend and circulate</p> <p>JM to draft to CL to forward to Terry C.</p> <p>CL to write to TC to remind them</p> | |



and not BKF. Why are the BKF so aggressive towards the EKF? BKF are adamant that it should be 80% - 20% in their favour. The EKF Board felt that the majority of the profit should be going to them. Terry C emailed the EKF asking us to reconsider. It was agreed for CL to write to Terry C, to see what the BKF terms are for the EKF to host the Championships.

CT arrived 12.15 p.m. SC arrived 12.40 p.m.

3 **Company positions:**

- a) Treasurer, Company Secretary, Registrar, Director (MD resignation) & Admin Officer. JM: Treasurer and CRB post hand over.

Treasurer: Due to work commitments JM has stepped down as Treasurer and CRB officer. Patrick Walton has been invited to attend the meeting to explain his background, vision, future plans and forecasts for the EKF. JM has agreed to help PW during his handover period, subject to looking at the books before agreeing to take over. PW can start the first week in January, the board agreed to co-opt him on to the board with no voting rights for the moment. PW arrived 12.30 left 12.55 p.m.

Company Secretary: JDB was asked if he would remain as CS, after a brief discussion agreed to stay on. CL asked that directors respect each other and be more courteous towards each other, the Board agreed to be respectful and courtesy towards each other.

Registrar: After a long discussion it was agreed that KB will remain as Registrar and is to have access to all information to do his job; proposed by JM seconded by MS.

Director (MD resignation): MD was asked on his decision to resign as a

that the EKF National are on the same weekend as their tournament.



| | | |
|----------|---|---|
| <p>4</p> | <p>Company Director of the EKF he explained that it was due to personal reasons. It was agreed for the EKF to get legal advice. Proposed by TD seconded by MS, MD declared an interest.</p> <p><i>Admin Officer:</i> There have been mixed messages whether or not Liz will stay on as the admin officer for the EKF. The position needs to be advertised on the web asap. CL to contact Liz and get a job description for the admin role.</p> <p><i>CRB:</i> MS has agreed to take over as CRB officer.</p> <p><u>Malaysia:</u></p> <ul style="list-style-type: none"> a) Child Protection issue (Azerbaijan) – b) Reports from JDB/Mo regarding Malaysia <ul style="list-style-type: none"> a) The child protection issues from Malaysia and possible implication for Azerbaijan are still on going, but the issue for Azerbaijan has been sorted out, as one of the squad members has now dropped out. b) The board discussed Mo’s report and his recommendations, CL will pass these over to WT to action by next weekend’s training session. There were also a number of concerns raised by the Board regarding the forthcoming Squad training session at the week end. <p>JDB felt that the board did not support him in Malaysia and that items that were agreed at Forest Gate were not adhered to. There was also no structure to squad activities, which had been agreed at Waltham Abbey. It was confirmed that under WKF policy no member of the party, staff or squad are allowed to consume alcohol until after the tournament has finished, this can lead to the country being disqualified from the competition if tested.</p> | <p>CL to contact LL</p> <p>CL to pass over to WT asap</p> |
|----------|---|---|



| | | |
|------------------|---|---|
| <p>5</p> | <p><u>AG as line manager to WT:</u></p> <p>There were concerns on how AG has been managing WT. There is something needed to show the urgency before next weeks' Squad session that did not have adequate chaperones, risk assessment or CRB checks. Action had to be taken despite AG having been unable to attend. CL to take over as line manager to WT, until such time the board feel/decide that AG fulfils his obligations and duties.</p> <p>Proposed by MS, seconded MD, CL abstained.</p> <p>All Regional Admin teams to have EKF CRB's. At Regionals there must be proper medical cover for each training session. Board to vet these qualifications and pay for adequate cover. No events can take place without proper Risk Assessments.</p> | <p>CL to speak to AG regarding WT.</p> |
| <p>6 & 7</p> | <p><u>Coach 6 month review and JD:</u></p> <p>JM to get legal advice on WT contract, as at the moment it is not fit for purpose. JD to be looked at, review is after six months (probation period) whether it can be changed or whether the review only refers to performance. This to include the whole role as NC.</p> | <p>JM to send reply from solicitor to CL.</p> |
| <p>8</p> | <p><u>Presidents Leadership:</u></p> <p>CL to be more assertive in his duties as the President. Also that he had sought to secure Board agreement for all decisions, but this was often difficult to secure within timescales. He warned that this was not best practice, in his opinion, but that he would be more assertive and close matters, if that is what the Board wanted.</p> | |
| <p>9</p> | <p><u>SRA:</u></p> <p>This was discussed in great length. JM asked can we have assurance that the</p> | |



| | | |
|--|---|--------------------------------------|
| | <p>representatives will not sign any agreement to sell out the EKF. There was strong passion from the three reps going, that under no circumstances this will ever happen.</p> <p>10 <u>National & Regional squad issues:</u> Differed</p> <p>11 <u>Regional Venues:</u> KB felt that the regionals should be more spread out across the country. WT has indicated to JDB that the next Southern Regional will be in Bath.</p> <p>12 <u>Sanction Notice:</u> There was a discussion on the issue of board directors not attending three consecutive meetings without a valid reason if this happens they should stand down as a director. If there is a valid reason e.g. disability or health issues they should not be discriminated against and each case must be looked at and judged on its own merits.</p> <p>13 <u>Staff for Azerbaijan:</u> With six weeks to go staff need to have the experience and be put forward who are EKF CRB checked. JDB felt that there should be three chaperones with at least two females (names to be put forward via email) and there are three coaches, WT, PN and JM. SC would confirm his view on numbers of chaperones once the number of competitors was known, SC to email flight and hotel details.</p> <p>14 <u>EKF badge:</u> As the board did not like the embroidery samples for the Gis, AG was going to look at his local person to see if they could produce the new badge. SC</p> | <p>SC to let JDB know details of</p> |
|--|---|--------------------------------------|



| | | |
|--|---|---|
| | <p>stated that was someone local to JDB and will pass the details over.</p> <p>15 <u>June & July minutes:</u> CL was not happy with the version that DS had produced for the web, these need to be looked at asap and passed over to Jel for the web.</p> <p>16 <u>EKK:</u> SC to email the board with his new findings and the board to make a decision on his findings.</p> <p>17 <u>AOB:</u></p> <ol style="list-style-type: none"> 1) The English Karate Federation Technical Committee has selected Jonathan Mottram to represent England in the Senior Male Kata category for the 47th European Senior Championships in Spain 2012. Proposed CT seconded TD 2) MD: What is the board view on what to do with unsigned letters, and has this changed? The board replied that there was no change in policy and they should be binned as per our Whistle Blowing Policy. 3) What is the boards view on violation - breach of the EKF/WKF rule of 21.9. The board replied the DT must be initiated and investigated. The Board agreed that a disciplinary investigation must be launched (remembering that a DT is a tribunal assigned by the DLC). <p>Date of next meeting: TBA (possibly January) Meeting finished at 4.05 pm</p> | <p>badge company</p> <p>SC to email board</p> <p>To go on the EKF web</p> |
|--|---|---|